



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

CITIZENS PLAZA BUILDING
400 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1403

TELEPHONE: 615-313-4700 FAX: 615-741-4165
TTY: 1-800-270-1349
www.state.tn.us/humanserv/

BILL HASLAM
GOVERNOR

RAQUEL HATTER, MSW, Ed.D.
COMMISSIONER

July 18, 2011

Dear Licensed Adult Care Provider:

Effective August 1, 2011, a new vendor, L-1 Identity Solutions, will begin processing all adult care employee fingerprints. L-1 Identity Solutions currently services over 2 million applicants annually at nearly 1,000 locations in the U.S. and Canada. Therefore, we are confident that their experience will translate into an easy transition to the new service with only minor changes to the current fingerprinting process.

L-1 Identity Solutions will operate fifty-nine fingerprinting locations statewide. These locations will include about 80% of the current fingerprinting locations.

There are two significant changes to the registration process:

- 1. applicants will now need to register in advance and schedule an appointment to be printed rather than just showing up at a fingerprinting location.**
- 2. applicants must use the agency's Federal Employer Identification Number (FEIN) and Department of Human Services (DHS) assigned extension when registering.**

An applicant can register to be fingerprinted by logging on to the registration website or by calling the toll free number:

Registration Website: www.L1enrollment.com
Toll Free Registration Phone Number: 1-855-226-2937

Although registration can be accomplished by either of the above options, we strongly encourage you to use the website whenever possible. There is no waiting, and registration can be completed at any time when using the website option. To register using the website, log on to the site, click on "Tennessee" on the map, or select "Tennessee" from the drop down menu and then follow the on screen instructions.

Applicants must still complete a DHS Disclosure Form, but it is no longer necessary for the applicant to take the disclosure form with them when they go to be fingerprinted. **The fingerprinting technician will no longer sign the form. Instead, the technician will**

(continued on back)

provide each applicant with a receipt when the printing process has been completed. This receipt must be returned to the adult care agency so it can be attached to the completed Disclosure Form, and the TCN number found on the receipt must be written on the Disclosure Form. The completed Disclosure Form and receipt must be filed in your agency's staff records.

Please note that you must use the new DHS Disclosure Form starting August 1, 2011. A copy of the form is enclosed. This new form will also be available on the Department's website beginning August 1, 2011:

http://tn.gov/humanserv/adfam/afs_rfp.html

The FEIN number and DHS assigned extension must be used in the "Full Provider ID" field.

Your Program Evaluator, or other licensing staff, will be contacting you prior to July 31 to confirm your FEIN number and provide the DHS assigned extension.

Important Reminder: Anyone registering with the current vendor prior to August 1, 2011 must be printed by July 31, 2011. Otherwise, they will have to register again with the new vendor to be printed on or after August 1, 2011.

In addition, included with this letter is a copy of the revised Transmittal Authorization Form that you may send to DHS if your agency wishes to receive background check notifications via email or fax. If you have questions, please contact your Licensing Program Evaluator.

Sincerely,

Lois Barrett Luke
Program Director

cc: Child and Adult Care Licensing Staff